

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
CONTRACT PROVIDER TECHNOLOGICAL NEEDS PROJECTS

INSTRUCTIONS FOR COMPLETING GREEN & PURPLE TAG(S) ISSUED FORM

General Instructions

1. Submit the unsigned *Green & Purple Tag(s) Issued* form via email or fax to: LAC DMH, Administrative Services Bureau, Attn: Mr. Prince Traylor, at PTraylor@dmh.lacounty.gov or (213) 252-9740.
2. Green DMH Asset Tags and Purple MHSA Asset Tags will be returned to the requestor via US Mail, together with the unsigned Green & Purple Tag(s) Issued form.
3. Upon receipt of tags, sign and date the form at the bottom to acknowledge receipt of the tags, and return the signed and dated form to the email or fax number above.
4. One (1) Green DMH Asset Tag and one (1) Purple MHSA Asset Tag must be affixed immediately to each item of equipment valued at \$100 or more. Use the *Asset Acquisition Form* to log the item description, manufacturer, model number, serial number, Green DMH Asset Tag number, and location.

Requesting Contract Provider Name	Enter the name of the Contractor as it appears in the TNFA.
Legal Entity Address	Enter the physical address of the Contractor's headquarters as it appears in the TNFA, including the city, state and zip code.
Location of Asset(s)	Enter "same."
Requested By	Enter the name of the Contractor's Project Manager.
Quantity Requested:	Enter only the number of Green DMH Asset Tags being requested. Request one Green Tag per individual piece of equipment valued \geq \$100. (An equal number of Purple MHSA Asset Tags will be issued.)
Beginning No.	Leave blank.
Ending No.	Leave blank.
Received by	Leave blank until form is returned by DMH Administrative Services Bureau to Contractor with Green DMH Asset Tags and Purple MHSA Asset Tags. Upon receipt of tags, Contractor's Project Manager should print name, sign, and date the form, and return via fax or email.
Date	Leave blank until form and tags are returned to Contractor.
<u>Reminder:</u>	<i>Each item of equipment valued \geq \$5,000 also must be issued and identified with a Silver Asset Tag. Please use the Silver Tag(s) Issued form to request and acknowledge receipt of silver tags.</i>

SAMPLE

Green & Purple Tag(s) Issued

*** for MHSA Contract Provider Technology Projects only**

NOTE: Please return to:

Administrative Services Bureau
550 S. Vermont Ave., 2nd Floor
Los Angeles, CA 90020
Attn: Mr. Prince Traylor
Email: PTraylor@dmh.lacounty.gov
Fax: (213) 252-9740

One (1) green tag and one (1) purple tag are required to be affixed to all technology assets purchased with MHSA IT Funds. Please affix in a visible location on the equipment. **IMPORTANT: Items valued ≥\$5,000 also require a Silver Tags Issued form to be completed.**

Requesting Contract Provider Name: XYZ Agency, Inc.

Legal Entity Address: 123 Main Street, Los Angeles, CA 90000

Location of Asset(s): same

Requested By: Sandra Sample Project Manager (213) 555-1212
Name (print) Title Phone #

Quantity Requested: 49

Reference Sample Hardware Invoice:
5 Laptops
20 Desktops with 20 Monitors
4 Network Printers

DMH ASB Office Use Only

Green Tag Beginning No.: _____ **Ending No.:** _____

Received by: [Leave blank until tags are received.] Date: _____
Name (print) Signature
Contractor's Project Manager